

1 December 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Report of Activities - Week Ending 28 November 1952

1. Confidential Funds Regulations - 9.4

25X1A a. Discussions were held with the Assistant Deputy Director (Administration), [REDACTED] concerning the practical and procedural problems of implementing the new 9.4 regulation. In this connection, numerous inquiries have been received from various officials in the Office of Clandestine Services who are concerned with projects requiring administrative plans or revisions of existent plans. A few comments on the views of these persons may be worthwhile and are as follows:

(1) The continuation of a focal point to which the case officer can bring his problems requiring administrative support authorities or special procedures seems to be universally endorsed.

(2) With the exception of the Chief of Administration/DDP, no-one appears to believe that an administrative plan can be created merely by assembling a series of component parts prepared by the several administrative and support offices. It is generally believed that an administrative plan will have to be "master-minded" in its entirety and be finally assembled and written at the administrative focal point provided by the Office of the DDA.

(3) The new regulation is an improvement since the points of authorization and basic responsibility coincide (DDP and DDA). A greater assumption of responsibility by the several administrative offices and staffs is accordingly anticipated with greater harmony and mutual understanding between Operations and Administration.

b. The immediate problems appears to be the designation of the DDA representative who will supervise the DDA staff performing the function of coordinating the administrative planning of projects. The corollary problem is providing adequate space and personnel. In this connection, it appears essential that the working space be provided in the buildings housing the Office of Clandestine Services.

163

~~SECRET~~

22

2. CIA Regulations

a. We await only the acceptance of an agreed-upon concept of Agency Regulations to proceed with the program of revitalizing and unifying Agency regulations and procedures. In the meanwhile, the Office of Personnel, Comptroller and DDP are vigorously drafting revisions and extensions of existent regulatory material.

25X1A

d. It has been indicated that the writer's services may be requested to conduct discussions with the principal while he is in the United States. It has been made clear, however, that this will be possible only within stipulated limits agreed upon by the DDA.

25X1A

[REDACTED]  
Special Assistant to the  
Deputy Director (Admin.)

SA/DDA:EDE:mes (1 Dec 52)

~~SECRET~~  
CONFIDENTIAL